



WASHINGTON MILITARY DEPARTMENT POLICY

Administrative Services Policy 00-003-03

**ACCIDENTS, ILLNESSES, AND
ON-THE-JOB INJURY REPORTS**

This policy supersedes Administrative Policy number 03-00, dated July 21, 2000.

1. **PURPOSE:** To designate a process for Washington Military Department employees to report accidents, illnesses, or on-the-job occupational injuries, and job related vehicle or equipment accidents.
2. **APPLICABILITY:** This policy applies to all State/civilian department employees. This policy does not apply to federal personnel to include Active Guard and Reserves (AGRs) and traditional guardsmen in a federal military status or military technicians. There is a separate policy for members of the National Guard while on State Active Duty (see Administrative Services Policy 00-020-02).
3. **REFERENCES:**
 - a. Office of Financial Management (OFM), State Administrative and Accounting Manual (SAAM), Section 70.40
 - b. WAC 296-800, Safety and Health Core Rules
 - c. MIL FORM 49, Accident/On-the-Job Injury/Illness Report
(\\Milwbcpm01\Intranet\Forms\Accident Forms\accidentMain.htm)
 - d. OFM SF 137, Vehicle Accident Report
 - e. State SF 6953, Leave Request
 - f. WAC 251-22-165, Workers' Compensation-Leave
 - g. WAC 356-18-080, Leave--Workers' Compensation
4. **POLICY:** When an employee is injured on-the-job, suffers a job-related injury or illness, or is involved in an automobile or equipment accident within the scope of their job (whether there are injuries or not), the employee shall complete an Accident Report form (MIL FORM 49). Employees should notify their appropriate supervisor(s) to initiate the reporting process within 24 hours of the incident (or as soon thereafter as is reasonable).

Employees or their supervisors shall notify the Department Risk Management Office (Administrative Services, Building 1) when an accident report is initiated. Accident is defined as an injury sustained while on the job, a job related illness that occurs during work hours, or damage to property.

Employees or their supervisors shall submit a Leave Request form (State Form 6953) indicating the type of leave utilized for all time missed from work due to the accident or injury. The leave form should also note that leave is due to work-related injury or illness. Leave time is defined as sick leave, vacation leave, holiday, or leave without pay.

When employees are involved in motor vehicle accidents, Washington State law requires that the accident be reported to the appropriate authorities within 24 hours. Check with the law enforcement personnel on scene to determine when a report is necessary and where to file it.

All Department vehicles commonly used on public roadways should have the following items in the vehicle:

- a. A copy of the blank State Form 137 – Vehicle Accident Report
- b. Washington State Department of Transportation pamphlet, “Claims Information”
- c. Vehicle Accident Checklist/Booklet, State Form 136
- d. Voyager Credit Card
- e. Voyager Credit Card Use Instruction Pamphlet
- f. MIL Form 276-6, State Vehicle Utilization Record
- g. Statement of Operator Responsibilities
- h. Blue Claims Information Pamphlet
- i. WA State highway map

5. RESPONSIBILITY:

- a. Employees:
 - (1) Shall report all vehicle accidents within 24 hours of the occurrence or as soon as is reasonably possible. The employee shall use State Form 137, Vehicle Accident Report, to make a report of the accident. If injuries are sustained that prevent the reporting within 24 hours, then it shall become the supervisor’s responsibility to make an initial report of accident to the Department’s Risk Management Office (Administrative Services, Building 1).
 - (2) Shall report all on-the-job injuries or illnesses in compliance with SAAM 70.40.35 which outlines reporting forms and timelines.
 - (3) Shall complete a report of injury or illness (if sustained on-the-job) using the MIL FORM 49, Accident/On-the-Job Injury/Illness Report
- b. Supervisors:
 - (1) Shall complete a supervisor’s report of accident using the MIL FORM 49 for any reported on-the-job injuries or accidents sustained by employees under their supervision.
 - (2) Shall complete the report within 48 hours of the employee’s notification of the accident.
 - (3) Shall forward the report to the Department’s Risk Management Office (Administrative Services, Building 1).

This policy will be reviewed and updated as needed. The responsibility to update this policy is with the Administrative Services Division.

The procedures and forms for reporting vehicle and equipment accidents, and on-the-job accidents, injuries, or illnesses are hereby incorporated as part of this policy. As State Forms 137 and 6953 are updated, the Department will use the most current version for implementation of this policy.



Timothy J. Lowenberg
Major General
The Adjutant General
Director, Washington Military Department

3 June 2003

Date



WASHINGTON MILITARY DEPARTMENT PROCEDURE

Administrative Services Procedure 00-003-03

**ACCIDENTS, ILLNESSES, AND
ON-THE-JOB INJURY REPORTS**

1. REPORTING ACCIDENTS, ILLNESSES, OR ON-THE-JOB INJURIES:

- a. Employees who are involved in accidents, sustain injuries, or suffer job-related illnesses as a result of their Military Department employment are required to report all occurrences to their supervisors.
- b. The Military Department Accident Report Form shall be completed within 24 hours (or as soon as reasonably possible) of the accident, illness, or injury by the affected/injured employee and their supervisor or appropriate manager. Reference WAC 296-800.
 - (1) Employees shall prepare an accurate report of the circumstances surrounding the incident, illness, or accident.
 - (2) Supervisors shall review the information submitted, and
 - (a) Forward employee and supervisor reports to the Department's Risk Management Office (Administrative Services, Building 1).
 - (b) Determine if corrective measures are needed to prevent similar accidents or injuries from occurring.
 - (3) Administrative Services will:
 - (a) Make a determination if further accident investigation is needed
 - (b) Notify other and interested parties as appropriate (HR, AAG, etc.)
- c. Employees who require medical treatment should notify the attending physician/medical caregiver that the illness or injury is job related. The medical caregiver will then initiate and appropriately distribute a Department of Labor & Industries (L&I), Report of Industrial Injury or Occupational Disease (OSHA Form F-242-130-000) form. It is essential that the employee provide the employer address as Bldg 1, Camp Murray.

2. TIME LOSS COMPENSATION FOR ACCIDENTS, ILLNESSES OR ON-THE-JOB INJURIES:

- a. Employees shall use leave to account for all time missed due to a work-related injury, accident, or illness. Employees shall submit a leave request form (SF 6953) designating sick leave, vacation leave, personal holiday, compensatory time, or leave without pay for time loss due to the on-the-job illnesses or injuries. Additionally, employees should mark the box for "injury or illness—job related" on their leave form. Employees shall continue to submit leave forms for time not worked regardless of whether the Department of Labor & Industries (L&I) time loss compensation is allowed.
- b. If L&I allows the time loss claim, then the time loss will be paid by L&I. Normally incidents or accidents must cause employees to miss more than three days of work to be

eligible for reimbursement. No additional paperwork beyond those listed in item “a” above is required to make this payment happen.

- (1) Employees are not allowed to receive both time loss compensation and either sick leave or shared leave reference SAAM 25.40.40.
 - (2) If employees receive time loss compensation from L&I, and are also paid sick leave, the agency must seek pay recovery.
 - (3) Employees should contact the Department’s payroll office for more information on time loss recovery determinations.
- c. The Department will not continue to pay employees their regular salary if employees are unable to report for work. All missed work shall be accounted for using leave (vacation leave, sick leave, and leave without pay). Supervisors are required to notify payroll when employees are not at work due to accidents, injuries, or extended illnesses.
- d. Examples of work related injuries, accidents, and illnesses that should be reported include:
- (1) Loss of consciousness;
 - (2) Days away from work;
 - (3) Restricted work activity or job transfer;
 - (4) Medical treatment beyond first aid (see definitions/examples in section 2);
 - (5) Death;
 - (6) Any work-related illness or injury diagnosed by a physician; and
 - (7) Any work-related case involving cancer, chronic irreversible disease, fractures or cracked bone, or punctured eardrum.
 - (8) Incident of an outbreak of a contagious disease or risk of multiple exposures to dangerous or hazardous contaminants.
- e. When work related, the following conditions should be reported to the Department’s Risk Management Office (Administrative Services, Building 1) for record keeping purposes:
- (1) Any needle-stick injury or cut from a sharp object that is contaminated with another person’s blood or other potentially infectious material.
 - (2) Tuberculosis infection as evidenced by a positive skin test or diagnosed by a physician after exposure to known case of active tuberculosis.
 - (3) Any time a contagious disease or risk of multiple exposures to dangerous or hazardous contaminants.
- f. For other information about allowable compensation and reporting criteria, the employee may contact the Department’s Risk Management Office.

3. DEFINITIONS AND EXAMPLES OF **NON-REPORTABLE** ITEMS:

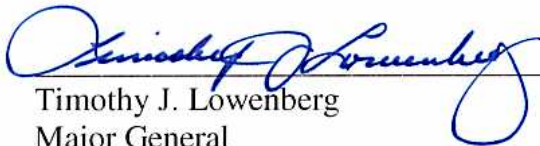
If injuries fall within the examples listed below, they are considered first aid and in and of themselves, do not need to be reported to the Department’s Risk Management Office.

- a. Cleaning, flushing, or soaking wounds on the skin surface.
- b. Using wound coverings such as bandages, gauze pads, etc. or using SteriStrips or butterfly bandages.
- c. Using any totally non-rigid means of support such as an elastic bandage wrap or back-belt.

- d. Using temporary immobilization devices while transporting an accident victim (splints, neck collars, or back boards).
- e. Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters.
- f. Using eye patches (eye injuries themselves are reportable).
- g. Using simple irrigation or cotton swab to remove foreign bodies not embedded in or adhered to the eye.
- h. Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign materials from areas other than the eye.
- i. Using finger guards.
- j. Drinking fluids to relieve heat stress.

If an action is not listed in section 3 a – j, supervisors are generally expected to report the information to the Department's Risk Management Office (Administrative Services, Building 1) using the MIL FORM 49, Accident/On-the-Job Injury/Illness Report. Risk Management will determine if further reporting is required. Also note that while some actions above are considered first aid in nature and are not necessarily reportable, supervisors are advised to submit reports if they have questions or concerns.

These procedures will be updated as needed.



Timothy J. Lowenberg
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30 June 2003
Date